

Hawkesbury Parish Council



**Minutes of Hawkesbury Parish Council's Meeting
Held on Monday 1st October 2018 at 7.30pm
In the upstairs meeting room, Village Hall, High Street, Hawkesbury Upton**

Present:

Cllr Harding (Chair), Cllr Turner, Cllr Wareham, Cllr Powell, Cllr Stephens, Cllr Musty, Cllr Higgs and H Jones (Parish Clerk)

Apologies

Cllr Hope and Cllr Ruthven

Public Participation

1 Parishioner

Action

~~Cllr Ruthven first time as Chair welcomed everyone to the meeting~~

1 To take apologies for absence

Cllr Hope and Cllr Ruthven

2 To record declaration of interest from members in any item to be discussed.

Cllr Turner and the Clerk – item 11.1 planning application PK18/4234/TCA

3 To adjourn to allow public participation

Parishioner asked if he could comment when item 22 was being discussed. Cllr Harding put to the Parish Council that item 22 was bought forward-all in favour.

22 Footpath adjacent to Quarry House update

The Parishioner had attended the Parish Council meeting on 3rd September 2018 and ask Councillors to clarify with South Gloucestershire Council (SGC) the footpath in question, whether it is a Right of Way (ROW) or Permissive path. Parishioner alleged over the last 14 years the District Councillor understood it is a Permissive path, therefore misleading everyone. The DC was not at the meeting to respond.

Cllr Harding explained a representative from SGC met with Cllr Hope and another; SGC explained that the footpath is an unrecorded ROW, to clarify it is neither a ROW or Permissive path at this moment in time. The landowner does not want the footpath open for various reasons; to create an order to register the footpath is very

expensive. As there is an alternative route available, which is used frequently with a better surface under foot and the footpath in question has not been used for years it is very overgrown.

Parishioner Stated-it was a condition of the planning application, how is the Highfields Management Committee supposed to cut the hedge, it was suggested they discuss this with to the landowner.

The Parish Council has done all it can to assist with the request, but unable to resolve the matter further for the following reasons;

- the land owner does not wish to open the footpath and
- to apply to register the footpath is expensive,
- finally, there is an alternative route.

This was noted

4 Councillors to approve the following minutes

- 3rd September 2018 – spelling amendment made prior to the meeting.

Resolved by Cllr Harding signing the minutes as a true and accurate record; Clerk to ensure the approved minutes are placed on the website. Parish Clerk

5 Parish Clerk to update the Parish Council on previous action points

5.1 Footpaths 104 and 103 – investigation ongoing as to who is responsible for these paths-The work carried out by WPD has now been completed. although debris has been left behind, Cllr Higgs to check to see if this has been removed-no further update.

5.2 Boundary Fence-allotments-this remains outstanding

5.3 Clematis pruning-alleyway LHA/104/20 Sandpits lane to Highfields – This has now been cut back and tided up-Resolved

5.4 Two electrical poles left in the ditch on Bath Lane, a request was made for the Clerk to email WPD to see if they can be used on this year's bonfire? To be actioned Clerk to email WPD

5.5 Well Done Card to the Show Committee-Resolved Clerk has purchased the card

5.6 Concerns regarding the lack of Cats Eyes missing along the A46-Clerk emailed Highways

5.7 Cricket Club letter regarding broadcasting licence-remains outstanding

6 Councillor's items-information only

6.1 Parish Council Hall Committee representative – Cllr Higgs

Due to personal commitments Cllr Higgs requested to stand down as the Hall Committee member-Cllr Powell offered to take on this role-All in favour, next meeting Monday 8th October 2018.

6.2 Prostate incontinence – Cllr Higgs

Gentlemen suffering from this condition wear pads that require a bin to get rid of them. Should there be provisions in the Hall toilets; do we know what SGC policy is

on public toilets? **Cllr Powell offered to take this to the hall committee to see what their thoughts are-this was noted**

6.3 Car Power points – Cllr Powell

New homes in London are not being fitted with them unless requested. **This was noted**

When purchasing an electrical car, the supplier will arrange the fitting of a 7kw electrical point, this can vary from manufacturer to manufacturer. **This was noted**

6.4 Scooter incident-Cllr Musty

A child fell off their scooter, outside the Fox slipping on the gravel-a request was made for the note to be given to the Fox to sweep the gravel off the pavement, back on to their driveway-**this was noted**

6.5 Cemetery boundary wall-Cllr Wareham

Cllr Wareham had been contacted by the PCC to see if the Parish Council could urgently repair the damage-Cllr Harding will go and have a look at the damage and report back to the Parish Council. **This was noted**

6.6 Upper Chalkley Lane – Cllr Harding

This lane is now open although be aware of the monster pot holes-**this was noted**

6.7 Skate Park – Cllr Harding

Recent damage to the skate park-the hall committee have confirmed the damage does not affect the use of the skate park, therefore will remain open, as there is no health and safety risk-**this was noted**

The Parish Council to ask for a definitive answer as to what the hall committee commitments are to ensure this area is safe. It would appear the skate park is being abused, younger children are afraid of the older children-what is the Hall Committee's longer-term views are, and what assistance if any can the Parish Council be? Cllr Powell to take this to the Hall Committee.

7 District Councillors report information only – Cllr Hope

No report this month

8 Adopted phone box on Inglestone Common update-Cllr Stephens

- **Light bulb**
- **Restoration/repairs**

The light is not working and not sure if it's the bulb or electric power. With regards to the progress of the restoration of the kiosk, not much to add at this moment in time. Cllr Stephens to check with the volunteers to see if they have a timescale when the work will be completed.

**Cllr
Stephens**

Additional item-Cllr Higgs-cemetery bins-debris is being put in both bins and require sorting out before they are put out for emptying. One green bin has a black lid which is confusing- this was noted

9 Issue with the Coombs gates being left open – Councillors to recommend item for

the Parish News and placed on the Parish Council website

Badminton Estate - Walkers are leaving the gates open and cattle getting out. The way forward – the Estate to put notices on the gates-Countryside code to be placed on the website and Parish News

Parish Clerk

10 Gateway Project update-Clr Hope

No update this month

11 11.1 Planning Applications received from South Gloucestershire Council to be considered by Councillors

PK18/4234/TCA	Hillbert The Plain Hawkesbury Upton	Works to fell 2no. Ash trees situated within the Hawkesbury Upton Conservation Area.	No Objection
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11.2 To Note Planning Decisions-information only

PK18/2894/LB	Home Farm High Street Hawkesbury Upton	Replacement of 6no. doors, 5no. windows on front and rear elevation. Replacement of outbuilding roof.	Approve with conditions
PK18/1186/O	Land At France Lane To East of Hawkesbury Grange Hawkesbury Upton	Erection of 8no. dwellings (to include 2no. affordable housing units) (Outline) With access, layout and landscaping to be determined. All other matters reserved.	Refused
PK18/1506/F	Park Cottages Park Street Hawkesbury Upton	Erection of two storey rear extension to provide additional living accommodation.	Approve with conditions

11.3 Low Planning applications for example planning applications to reduced the height of trees in the conservation area-Standing Orders 27 – Clerk to discuss the process of this specific items

Clerk recently sent out a planning application to be considered under the Standing Orders 27, only one councillor responded. Please ensure this type of email is replied to- the clerk agreed with the suggestion put forward to head emails "**Decision Required**" in future.

12 Finance

12.1 Bank Reconciliation as of 31st August and 30th September 2018 to be checked and approved by Councillors. Bank statement not arrived in time for 30th September 2018 Cllr Higgs checked 31st August – no comments made

12.2 Payments to be agreed and cheques signed in accordance with the bank mandate-Payments approved for payment-Resolved-proposed by Cllr Higgs second by Cllr Turner.

A	Parish Clerks Expenses-August amount not confirmed on 3/9/18	£20.00
B	Simon Harris Cemetery Grass Cutting 1 st & 22 nd August 2018	£170.00
C	Parish Clerks Wages – September HMRC Jul/Aug/Sept NI Aug/Sept	£720.23 £ 98.20 £ 43.52
D	South Gloucestershire Council Localism service grass cutting July/Aug/Sept	£183.10
E	Hawkesbury Upton Methodist Church – CLT meeting 11/9/18	£ 24.50
F	Parish Clerks Expenses – September	£ 28.70
G	CPRE Membership-payment approved by Councillors but not advertised on the agenda	£ 36.00
H	Simon Harris Cemetery Grass Cutting 17/9/18 payment approved by Councillors but not advertised on the agenda	£ 85.00

12.3 Up to date expenditure as of 30th June 2018

Cllrs received a copy of the expenditure prior to the meeting- No comments raised by Councillors

13 Cemetery extension update

Additional land options – Cllr Harding continues to investigate what land the Duke would be willing to sale to increase the cemetery and at what price and if the land on offer will be suitable. Cllr Harding will update the Parish Council at the next meeting

**Cllr
Harding**

14 Record any Data Breaches from 4/9/18-1/10/18

No Breaches to be recorded-**this was noted.** Cllr Turner, Cllr Powell and Cllr Ruthven parish council email addresses remain outstanding-Councillors to ensure this is completed by the next meeting.

15 Christmas Tree – Councillors to discuss the following

- **Road Closure costs £168**
Concerns were raised at the last meeting regarding the safety issues during the event, it was discussed in full-it was agreed that as long as Councillors wear high viz jackets and carried torches whilst marshalling during this time it didn't warrant a road closure. It was felt the Parish Council do not have sufficient manpower to monitor the road closure and hand out mince pies and mulled wine.
- **Safety issues/road Closures/marshalling the check points/mulled wine and mince pies**
The Fox have agreed with to help with this year's event, clerk to contact the Beaufort.
- Clerk to invite the Duke to the light switch on.

**Parish
Clerk**

16 Allotments maintenance – Parish Clerk

- **Plot 14 Notice given – councillors to discuss the way forward**-Clerk has received a letter from the allotment holder giving notice-this plot needs to be rotavated and re-let or to allow the grass to overgrow-meeting to take place before a decision is made. Also, there is a shed that looks precarious further up from this plot. Health and safety. Cllr Higgs to visit the allotments
- **Rent update**
Plot 18 Notice given to the allotment holder, plus requested this year's rent to cover the cultivation costs-Clerk to update the Parish Council at the next meeting.
Plot 19-clerk to write to the allotment holder regarding the condition of the plot.

Cllr Higgs

**Parish
Clerk**

Photograph's of plot 14, shed and condition of plots were shown to Councillors.

17 Walking of Footpaths update-Cllr Higgs

Apologies no update this month due to work commitments-this was noted-agenda item for November

Cllr Higgs

18 CLT – Parish Council to consider the resolution that has been tabled, details circulated by email in preparation to the meeting.

Recommendations. That the Parish Council:

1. Approves the setting up of a Hawkesbury Upton Community Land Trust, with a Steering Group, under the auspices of the Parish Council-**Formally approved – all in favour**
2. Nominates one/two councillors to serve on the CLT Steering Group-**Cllr Wareham is happy to be one of the Councillors-approved. The length of time a councillor remains on the Steering Group is unsure, Councillors agreed the councillor could step down at any time. There are elections next year, therefore this may change. Second Councillor Cllr Hope-All in Favour**
3. Requests that the South Gloucestershire Councillors serves on the Steering Group-**All in favour-but require SGC to agree**
4. Arranges a publicity campaign and a drop-in session at the village hall to sign up CLT members and from amongst them, Steering Group members. – **Happy for the Steering Group to take this forward**
5. joins the National CLT Network at an annual cost of £49, thereby opening up

**Parish
Clerk**

access to grants from the CLT Start Up Fund and other support. - **Already been agreed and funding provided for this year**

6. approves a sum of £ ? from which the Steering Group can meet expenses such as the production of a leaflet and membership form. **This was discussed in full and it was agreed for the CLT Steering Group provide the Parish Council with their predicted budget forecast**
7. Until such time that the CLT is formally established (i.e. acquires legal status), to
 - hold all membership funds, and
 - when requested by the informal/formal Steering Group, decide if such funds should be released.

Cllr Wareham proposed the Parish Council agrees with the above £250 has already been put a side to help towards the costs of hall hire and the drop ins. This was second by Cllr Musty-all in favour

19 Volunteers required – Memorial area to be cleaned in preparation for Remembrance Sunday

- **Reminder weeds to be removed, swept and clean for 11/11/18-Cllr Turner**
- **Wreath ordered-the wreath had already been ordered, therefore unable to specify a wreath to commemorate 100years - WW1. This was noted**
- **Donation of Wreath to be agreed-resolved £35**

20 Memorial Bench update

Cllr Wareham received an email to see if the Parish Council would like to mark the end of WW1 by placing a commemorative bench on the Plain, it was explained the existing bench is already being replace. Similar benches can be found at Nailsworth, Chipping Sodbury and Horton. This was discussed in full and it was felt an additional bench on the Plain could be considered-agenda item for November.

Parish Clerk

The New bench is due shortly, Cllr Musty will remove the old bench. The Parish Council would like the new bench fixed securely. **This was noted**

21 Caring for the Cotswolds, the visitor giving scheme for the Cotswolds is now open to applications for projects.

Councillors agreed not to proceed with applying for funding.

Following last months meeting, the clerk emailed SGC regarding the Licence for the land opposite the Somerset Monument. No response, the Clerk will continue to investigate what's happening-this was noted.

Parish Clerk

22 Footpath adjacent to Quarry House update

This item has already been discussed see page 1135.

23 The Pond Clearing – Cllr Hope

No update

24 Community Engagement Forums-next meeting Wednesday 3rd October 2018, 7pm Rangeworthy Village Hall BS37 7LZ – Reminders to Councillors

This was noted

Additional item information only-A local Farmer has put some of his herd on the Commons for a trial run-**this was noted**

- 25 Date of the next Parish Council meeting will be held on Monday 5th November 2018 in the Upstairs meeting room, Hawkesbury Village Hall, High Street, Hawkesbury Upton at 7.30pm**

Item 22 page 1135-Cllr Hopes Clarification email to be attached to the minutes-dated 30th October 18

I see from the minutes of the 1st October, that a Parish Resident raised the matter of the path behind Quarryfield House, and the minute refers to the District Councillor misleading everyone over 14 years.

As I am the District Councillor in question, I would like the following attached to the minute and sent to the resident in question. I also note that the Parish Council were copied into emails (28/10/18) regarding this matter.

I did believe the path was a permissive path over this time, and it was not until the meeting with PROW officer, Nicola Chidley and the owner of Quarryfield House on the 20th September, when it was confirmed by the owner of the path that this was not a Permissive Path. The PROW officer even produced a number for the path, however the owner was of the mind that the path was not permissive and had no intention of making it one. It was agreed to call it an Unrecorded Right of Way.

For clarity I copy the email sent from the PROW officer to the property owner, the Parish Council and myself regarding this matter, and shows how this misunderstanding has arisen.

I do hope this helps to explain things.

I wanted to clarify one point – the POSS layer that shows this route records things unrecorded on the definitive layer. In the POSS layer we have several designations shown in the suffix eg “p”

“p” means potential or proposed

“per” means permissive and the route is shown blue dashes

“h” means historic ie old route that has been diverted/stopped up

This brings us back to the route in question, it is shown on the POSS layer as yellow dashes and “p” suffix, so potential or proposed (not permissive) and I note from the diversion order to accommodate the car park and house in 2007 that this route was shown on the order as path to be created.

This brings me back to it being an unrecorded right of way. I would advise that if it is to be closed officially a diversion order to bring it onto the car park (preferred route) would be safer.

It is understand [REDACTED] does not want the path used and it is suggested the diversion is closed officially.